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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Research

DATE: 31 January 1955

FROM :

25X1

SUBJECT: Weekly Activity Report No. 5
Period 24 January to 31 January 1955

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1. SIGNIFICANT ITEMS:

a. [] Deputy Chief Logistics, inspected the Supply Branch of this Activity 26-28 January. Suggested changes recommended by him to the [] have been implemented. His official report will follow at a later date.

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b. The re-roofing contract is approximately 75% complete.

c. The [] contract is complete except for painting of exterior trim.

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d. Estimates on the [] project have been submitted to Real Estate & Construction.

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2. OTHER ACTIVITIES:

a. No major illnesses or injuries occurred [] during this period.

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b. Fifty-four (54) trainees are currently on board.

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JOB NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 48 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: IS S (C) RET. JUST. 22
NEXT REV DATE 09 REV DATE 20 Dec 79 REVIEWED [] RE DOC. 02
NO. PGS. 1 CREATION DATE _____ ORG COMP // CPL // ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 70-3

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